

Position Description

Project Manager, Building a Resilient Jacksonville System of Care

Reports To: Executive Director/Principal Investigator

Status: Exempt, Full Time

Starting Salary: \$70,000

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ◆ Direct development and implementation of *Building a Resilient Jacksonville System of Care (BRJ-SOC)*
 - ◆ Convene community residents and work to create more equitable access to trauma-informed community behavioral health resources.
 - ◆ Strengthen the integration of behavioral health services and other community systems to address the social determinants of health, recognizing that factors, such as law enforcement practices, transportation, employment, and housing policies, can contribute to health outcomes.
 - ◆ Creating community change through community-based, participatory approaches that promote community and youth engagement, leadership development, improved governance, and capacity building.
 - ◆ Ensure all program services are culturally specific and developmentally appropriate.
 - ◆ Develop an annual work plan as part of the grant reapplication process and assure that all grant activities are completed on time. Revise work plan as needed, assign tasks and assure that they are completed on time.
 - ◆ Complete required quarterly reports and annual reapplication to the federal government and maintain a positive relationship with the Federal grant officers. Complete assignments as requested by federal staff; and prepare for federal site visits.
 - ◆ Complete required reports for the Kid's Hope Alliance (KHA), including budget reports, annual report data, presentations for the Board and other requested activities.
 - ◆ Provide Monthly Reports to the Principal Investigator, and regular updates to the community.
 - ◆ Submit financial reports, monthly invoices and other budget reports as required to the federal government, in compliance with federal grant management rules.
 - ◆ Hire and supervise all project staff. Conduct performance evaluations and regular supervision.
 - ◆ Facilitate collaboration among system partners, families, providers and other community stakeholders.
 - ◆ Identify, develop, negotiate and ensure quality assurance for all sub-contracts
 - ◆ Convene workgroups to develop solutions, and provide leadership and problem-solving strategies, particularly for issues that cross system boundaries.
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EDUCATION AND EXPERIENCE:

- ◆ Bachelor level degree in human services required.
- ◆ Master's Degree preferred
- ◆ Five years' experience in human services, social justice and creating community change.
- ◆ Must have demonstrated experience in planning and building service systems, management, policy analysis and strategic thinking; leadership; and, demonstrated ability to foster collaborative relationships.
- ◆ **Employees are required to be vaccinated and adhere to all COVID precautions.**

OTHER SKILLS AND ABILITIES: Must be self motivated, organized, dedicated, creative and have ability to see bigger picture and to see opportunities for solutions. Must have prior experience in systems change and have tolerance for ambiguity and shifting priorities.